ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION: Assistant Director for Programming & Coordinator of Alcohol and Other Drug Education

DEPARTMENT: Office for Student Involvement, Lincoln Center

RESPONSIBILITIES:

Programming and Leadership Development:
- Advises the Campus Activities Board (CAB), the campus’s main programming club on all of the club’s on and off campus events including two large scale on campus events a semester, the annual Winterfest concert in January, and the end of the spring semester large scale event. Meet weekly with CAB board to supervise program planning, development, and execution of events for both weekdays and weekends. During the months of concert planning, there is also a weekly concert committee meeting.
- Advises BeWell LC, the Lincoln Center Wellness Educators, to develop and implement educational programs and awareness campaigns addressing overall student health, wellness issues, and alcohol and drug use. Develops a strong recruitment strategy to recruit Wellness Educators to increase the outreach of this student organization.
- Co-Leads with the Associate Director the annual Club Leader Summit, a Saturday retreat and leadership training program.
- Participates in on-going outreach to the 60 clubs at the Lincoln Center campus to help provide support to the clubs as they plan their events and to support club leaders in developing healthy habits related to wellness and stress management.
- Advises clubs on 5-8 large-scale evening events per semester as assigned on a rotation basis.
- Coordinates the delegation of undergraduates participating in the annual National Jesuit Leadership Conference held each summer.
- Supports Student Involvement on large-scale events such as New Student Orientation, Family Weekend, Senior Week events and other major programs.
- Participates in long-term planning related to the Division of Student Affairs strategic planning process.
- Other assignments as deemed necessary by the Director for Student Involvement.

Alcohol and Other Drug Education:
Overseeing the Alcohol and Other Drug Education (AODE) program at Fordham University at Lincoln Center for approximately 2,500 undergraduate students. Specific assignments include:
- Organizes the administration of a comprehensive, science-based, substance abuse prevention and early intervention program.
- Facilitates meetings for students who are sanctioned to BASICS/ETOKE for alcohol and drug violations.
- Maintains and tracks the Student Conduct Sanctions to ensure all students referred to AODE have their appointments. Communicate with the Office of Residential Life (ORL) about students who miss deadlines. Organizes efforts on campus, including student emails with prevention and safety tips, creating flyers and other advertising, staffing information tables to promote alcohol and drug education and awareness.
- Support the efforts of other campus resources such as Health Services, Dining Services, Counseling and Psychological Services etc. to create educational and informational programming opportunities and events for students.
- Leads training sessions for constituencies such as Orientation Leaders, Commuter Freshmen Mentors, & Residential Life staff.
- Oversees incoming student completion of online programs AlcoholEdu for College and Sexual Assault Prevention.
- Leads AODE and Bystander Intervention awareness educational sessions in September for incoming students.
QUALIFICATIONS:

- Bachelor’s Degree required, although a Master’s Degree in Student Personnel Administration, Counseling or related area is preferred. Education and experience should be related to position responsibilities.
- Two to four years’ experience in the area of event planning, student advising, and student support.
- Act as a role model for students, especially in the area of substance use.
- Possess exceptional interpersonal communication skills, with experience in program advisement, presenting and teaching/training as well as strong programming skills.
- Strong leader who has authentic passion for the work of Student Affairs and the creation of a strong campus culture in the Jesuit Catholic tradition.

SALARY: 
Commensurate with experience

FLSA CATEGORY: 
Exempt

START DATE: 
ASAP

SEND LETTER AND RESUME TO: 
awdlec@fordham.edu

*Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds. Fordham is an Equal Opportunity Employer – Veterans/Disabled and other protected categories*